

# Report of the Senate Administration Committee to Review Proposed Policy Revisions - Academic Coordinators (PPM 230-375) and Academic Administrators (PPM 230-370)

March 31, 2023

Committee Members:

**Academic Representatives**

Ahmed Elgamal, Professor, Department of Structural Engineering

Thomas Liu, Professor, Department of Radiology

Anita Raj, Professor, Department of Medicine

Carolyn Sandoval, Academic Coordinator / Associate Director, Teaching and Learning Commons

Karen Gocsik, Teaching Professor / Director, Analytical Writing

Rossen Valkanov, Professor, Rady School of Management, *Co-Chair*<sup>1</sup>

**Administration**

Robert Continetti, Senior Associate Vice Chancellor for Academic Affairs, *Co-Chair*

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<sup>1</sup> Professor Valkanov also serves as Associate Dean of Academic Affairs for the Rady School of Management. He was selected as Co-Chair for this committee in his capacity as a tenured senate faculty member

Executive Summary .....	3
Committee Charge .....	3
Recommendations and Discussions .....	4
<i>Item 1: Development of Above Scale Criteria.....</i>	4
<i>Item 2: Transparent Review Process .....</i>	5
<i>Item 3: Consideration of Equity Issues .....</i>	5
Salary Increase Recommendations .....	6
<i>Salary Increase Example .....</i>	6
Considerations Summary .....	7
UC Sister Campus Comparisons .....	8
Above Scale Discussion .....	9
Application of Above Scale .....	10
Consultation Discussion .....	10

# Report of the Senate Administration Committee to Review Proposed Policy Revisions - Academic Coordinators (PPM 230-375) and Academic Administrators (PPM 230-370)

**March 31, 2023**

## **Executive Summary**

The Senate Administrative Committee on Proposed Policy Revisions to UC San Diego Policy and Procedure Manual (PPM) Section 230-375, Appointment Promotion – Academic Coordinator Series, met on February 15 and March 1, 2023 to discuss proposed policy revisions to allow continued merit advancement above the top of applicable salary scale for appointees at the Academic Coordinator I, II, and III level. The committee also deliberated by email.

Proposed revisions to PPM 230-375 underwent formal consultation in 2021, including Senate and broad campus review. Comments received were mixed, with the most compelling responses from writers expressing significant concern regarding removal of the ‘Above-Scale’ barrier step and its associated career review, equity with other academic series, and lack of clear criteria for above-scale advancement. In response, a temporary measure was enacted allowing the use of a Bonus Off-Scale Salary Component (BOS) for individuals appointed in the Academic Coordinator and Academic Administrator series who have already reached the top of their respective salary scales. The BOS for Academic Coordinators and Academic Administrators awarded effective 7/1/2021 is added as a permanent salary adjustment.

## **Committee Charge**

The workgroup was charged to undertake a study and provide a set of recommendations for:

1. the development of above-scale series criteria and eligibility requirements for Academic Coordinator and Academic Administrator advancement beyond the top of their respective salary scales,
2. a transparent career review process, including required elements of the personnel review file, suggested reviewers and a proposed final authority, and
3. consideration of equity issues with other academic series appointees who are “capped” at the top of respective salary scales.

## **Recommendations and Discussion**

### **Item 1:**

*Development of Above Scale series criteria and eligibility requirements for Academic Coordinator and Academic Administrator advancement beyond the top of their respective salary scales.*

### **Recommendation Summary:**

The Committee does not recommend development of an “Above Scale” designation and associated review process for the Academic Coordinator and Academic Administrator Series. However, the committee does support salary increases through a Continuous Merit Advancement (CMA) model. Criteria for a CMA review would be developed at the department/unit level equivalent to the current requirement that departments develop criteria for normal and accelerated advancement for faculty appointees. These recommendations are in line with practices at other UC campuses, as discussed below.

### **Recommendation Discussion:**

The Committee agreed that salary advancement beyond the top of the scale should be allowed for candidates in the Academic Coordinator and Academic Administrator series. The Committee further agreed that advancement beyond the salary associated with the last step should undergo “continuous merit advancement” review (CMA) outside of barrier step reviews. CMA reviews would not be a career review, would not confer a title of “Distinguished” and likewise, and would not be considered “Above Scale” as it is understood in other academic series (i.e. Professor Series).

Appointees who reach the top of their respective salary scale would continue to undergo regularly scheduled academic reviews (depending on the normative period for their appointment level) with a resultant no-change or salary increase outcome. The appointee’s applicable “Step” would be unchanged after every academic review beyond the top of the scale, but if the candidate meets the department’s criteria for meritorious advancement, the candidate’s salary would increase in the form of a Market Off-Scale (MOS) salary component.

**Item 2:**

*A transparent career review process, including required elements of the personnel review file, suggested reviewers, and a proposed final authority.*

**Recommendation Summary:**

The Committee recommends Departments and Schools would be responsible for establishing review criteria for regular (and therefore accelerated) merit advancement. This same criteria will include regular merit beyond the top of an appointee’s respective Academic Coordinator or Administrator salary scale. CMA reviews could result in any of the actions associated with any other merit review (i.e. normal merit, accelerated merit, normal or accelerated merit with a bonus off-scale, no-change, or no-change with a bonus off-scale). The recommendation for CMA does not change the authority for final decisions as posted on the campus [Authority and Review Chart](#).<sup>2</sup>

**Recommendation Discussion:**

Because the Committee does not recommend an Above Scale (Distinguished) advancement, and instead recommends the CMA model, the development of merit criteria is up to the individual department/unit in the same way a department/unit is responsible for establishing merit criteria for its faculty. There is no need to develop a higher bar or barrier step criteria associated with a career review or with conferring the title of “Distinguished.”

**Item 3:**

*Consideration of equity issues with other academic series appointees who are “capped” at the top of respective salary scales.*

**Recommendation Summary:**

The committee recommends that a normal merit advancement will equate to a 50% or 100% of the salary increment between the top two steps in each level. An accelerated merit is an increase of more than 100% of the salary increment between the top two steps in each level. If an Academic Coordinator or Administrator is also appointed as a Unit 18 Non-Senate Faculty Lecturer, the salary increase would only apply to the appointee’s Academic Coordinator or Administrator appointment.

The only non-represented academics that have a salary cap are Academic Coordinators and Academic Administrators. The committee recommendation of CMA will allow equity with other non-represented academics. Other capped series are represented and therefore tied to salary

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<sup>2</sup> For other series, acceleration and/or bonus off-scale recommendations require CAP review and EVC or Sr. AVC final authority.

programs in their respective Collective Bargaining Agreement(s).

**Salary Increase Recommendations**

The corresponding salary increase percentage would be determined as follows:

<b>Normal Merit Reappointment</b>	
50% or 100% of the salary increment between the top two salary steps of the applicable level salary scale	
<b>Accelerations for Candidates on a Two (2) Year Review Cycle</b>	
One (1) Year Accelerated Merit Reappointment	150% of the salary increment between the top two salary steps of the applicable level salary scale
Two (2) Years Accelerated Merit Reappointment	200% of the salary increment between the top two salary steps of the applicable level salary scale
<b>Accelerations for Candidates on a Three (3) Year Review Cycle</b>	
One and a half (1.5) Years Accelerated Merit Reappointment	150% of the salary increment between the top two salary steps of the applicable level salary scale
Three (3) Years Accelerated Merit Reappointment	200% of the salary increment between the top two salary steps of the applicable level salary scale

Accelerations greater than 200% are reserved for rare and compelling cases, and if approved, will follow the same calculations as indicated in the above table.

**Salary Recommendation Example:**

Dr. X is currently appointed as an Academic Coordinator III, Step 9 and is proposed for 1.5 year (150%) accelerated merit reappointment effective July 1, 2023.

**Current Series, Rank, Step:** Academic Coordinator III, Step 9

**Current Base Academic Salary:** \$145,892 (7/1/2022 Salary Scale) **Current**

**Total Academic Salary:** \$145,892 (7/1/2022 Salary Scale)

**Proposed Series, Rank, Step:** Academic Coordinator III, Step 9 **Proposed**

**Base Academic Salary:** \$145,892 (7/1/2022 Salary Scale)

**Proposed Market Off-Scale:**

Step 8 Salary: \$135,732

Step 9 Salary: \$145,892

Salary Increment: \$10,160 **\$15,240** (\$10,160 X 150%)

**Proposed Total Academic Salary:** \$161,132 (7/1/2022 Salary Scale)

**Considerations Summary**

In making the above recommendations, the committee was asked to:

- Review current UC San Diego academic review processes and practices as well of those of other UC campuses as they relate to the Academic Coordinator and Academic Administrator series;
- Consider the benefits and costs of developing and implementing an “Above-Scale” category for the Academic Coordinator and Academic Administrator series while considering equity with other academic series;
- Consider if “Above-Scale” should only apply to full time Academic Coordinator and Academic Administrator appointees, keeping in mind that at UC San Diego we have a significant number of Academic Coordinator appointees whose primary function is teaching as a Unit 18 appointee.

## UC Sister Campus Comparisons

Below is the comparative information received from sister campuses:

Campus	Salary Increases above top of scale?	If yes, how much?	If yes, how often?	Uses “Above Scale” or “Distinguished title?”
Berkeley	Yes	AC I and AC II: Difference between the top two steps on the scale.  AC III: 5% over current salary	Normal review cycle per APM <sup>3</sup>	No
Davis	Yes	First merit beyond top of scale is the difference between the top two steps on the scale.  Subsequent reviews are 5% over current salary for normal merit, 7.5% for 150% accel, 10% for 200% accel.	Normal review cycle per APM	No
Irvine	Yes	7.5% at reappointment	Did not state	No
LA	Yes	Did not state	Normal review cycle per APM	No
Merced	N/A,	N/A	N/A	N/A
Riverside	Yes	3% to 6% of the salary scale	Normal review cycle per APM	No
Santa Barbara	Yes	5%	Normal review cycle per APM	No

None of the responding campuses confer a “distinguished” title to the Academic Administrator or Coordinator academic appointees, nor do they conduct a barrier step review once the top of

<sup>3</sup> Normal review cycle is every 2-years for AC I and AC II, and every 3-years for AC III



the scale is reached. Of those that responded to our inquiry related to the frequency of the reviews, all maintained the 2- or 3-year normal merit review period followed for earlier steps, based on the appointment level. Salary increases ranged from 3% to 7.5% with most proposing a 5% increase. Some locations apply the increase based on the salary scale and others based on the appointee's actual salary, e.g. 5% of the top of the scale value or 5% of the appointee's salary.

### **Above Scale Discussion**

*Consider the benefits and costs of developing and implementing an "Above-Scale" category for the Academic Coordinator and Academic Administrator series while considering equity with other academic series;*

In its discussions, the committee considered the intention of the "Distinguished" Title.

In the Professor Series, APM 220 states:

*Advancement to an above-scale rank involves an overall career review and is reserved only for the most highly distinguished faculty (1) whose work of sustained and continuing excellence has attained national and international recognition and broad acclaim reflective of its significant impact; (2) whose University teaching performance is excellent; and (3) whose service is highly meritorious.*

In the Professional Researcher Series, APM 310 states:

*Advancement to an above-scale rank involves an overall career review and is reserved only for the most highly distinguished researchers whose work of sustained and continuing excellence has attained national and international recognition and broad acclaim reflective of its significant impact.*

The committee reasoned that the title of "Distinguished" is reserved for those whose distinction is so impactful that there is a world-wide recognition of the body of work of the academic's research portfolio, since this is the criteria used in both the Professor and Researcher policy. There are additional criteria for faculty.

The primary role of an Academic Coordinator or Administrator, from APM 375, is "for appointees who administer academic programs that provide service closely related to the teaching or research mission of the University." The committee reasoned that it would be difficult for someone in this series to create a research portfolio related to their position as an Academic Coordinator or Administrator that would meet the criteria needed to be deemed "Distinguished." They also reasoned that if such a portfolio could be established the individual would more appropriately and more likely be appointed into a series in which they could achieve the Distinguished title.

## **Above Scale Application**

*Consider if “Above-Scale” should only apply to full time Academic Coordinator and Academic Administrator appointees, keeping in mind that at UC San Diego we have a significant number of Academic Coordinator appointees whose primary function is teaching as a Unit 18 appointee.*

The Committee does not support the “Above-Scale” designation and therefore did not consider this.

## **Consultation Discussion**

The Committee relied on the extensive feedback provided in the first round of review of this policy by the Senate and the broader campus community, which included Academic Administrator and Academic Coordinator Review Panel members, Department Chairs and other administrators, and individuals appointed in the Academic Coordinator series. Committee members also included a representative sample of the campus community. This collective input provided the Committee with considerable consultative information and Academic Personnel provided data, analysis and feedback, much of which is described above.

Additionally, the committee invited Cindy Palmer, Assistant Vice Chancellor, Academic Personnel Services and Gabriel Lopez, Director of Academic Policy and Family Programs to its February and March meetings.

Committee membership included:

- APS staff
- Academic Coordinator Representative
- Faculty/Sr. Faculty
- Campus administrators



# UC San Diego Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

## PERSONNEL-ACADEMIC

### Section: 230-375

Effective: **TBD**

Supersedes: **TBD**

Review Date: **TBD**

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## APPOINTMENT AND PROMOTION ACADEMIC COORDINATOR SERIES

PPM 230-375, Academic Coordinator Series, relates to matters subject to [Academic Personnel Manual \(APM\) Section 375](#), Academic Coordinator Titles. For reference, subsections of PPM 230-375 include citations to associated subsections of the APM; in all cases, the APM is operative where referenced.

### PPM 230-375-4 Definition

APM 375-0

### PPM 230-375-8 Levels

APM 375-8

### PPM 230-375-10 Criteria for Appointment

APM 375-10

### PPM 230-375-11 Criteria for Evaluating Performance

APM 375-11

### PPM 230-375-12 Exceptions

APM 375-12

### PPM 230-375-18 Salary

APM 375-18

#### PPM 230-375-18.a

Academic Coordinators who reach the highest step of their appointment level may be proposed for continued merit advancement beyond the top of the associated salary scale.

Continued merit advancement beyond the highest salary step is not considered a career or barrier step review and is based on advancement criteria established by the candidate's department and/or school. Candidates appointed at the highest salary scale step who are proposed for continued merit advancement will not receive a change in Level, Rank, or Step and will not be designated "Above Scale" or eligible to use the "Distinguished" prefix in their title.

Academic Coordinators I and II undergo review every two (2) years and normal merit advancement will be calculated as 50% or 100% of the difference between the two highest salary scale steps. A one (1) year or two (2) year accelerated merit will be calculated as 150% or 200% of the difference between the two highest salary scale steps, respectively.

Academic Coordinators III undergo review every three (3) years and normal merit advancement will be calculated as 50% or 100% of the difference between the two highest salary scale steps. A one and a half (1.5) year or three (3) year accelerated merit will be calculated as 150% or 200% of the difference between the two highest salary scale steps, respectively.

Salary increases resulting from continued merit advancement beyond the highest salary scale step will be in the form of a new or increased permanent Market Off-Scale (MOS) salary component.

### **PPM 230-375-19 Normal Periods of Service at Salary Steps**

PPM 230-375-19.a

Appointments to an Academic Coordinator title may be for one year or less, for longer periods, and/or for an indefinite period; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.

Regular appointments may not exceed a total of two consecutive appointments/reappointments without formal campus review.

Temporary appointments of Academic Coordinators may be made for up to a one-year period and may not exceed a total of two consecutive years without formal campus review.

APM 375-19.b

APM 375-19.c

APM 375-19.d

PPM 230-375-19.e

Accelerated advancement is an increase greater than is expected based on the time since the appointee's last review. The normal period of service prescribed for each salary step does not preclude more rapid advancement (acceleration) in cases of exceptional merit, nor does it preclude less rapid advancement. Intervals between such merit increases at the top of the salary scale may be indefinite, and only in the most meritorious cases where there is strong and compelling evidence will increases at intervals shorter than the prescribed years be approved.

### **PPM 230-375-20 Conditions of Employment**

APM 375-20

### **PPM 230-375-22 Funds**

APM 375-22

### **PPM 230-375-24 Authority**

No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.

The UC San Diego [Authority and Review Chart](#) sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.

### **PPM 230-375-80 Procedures**

Procedural guidelines are available in the [Academic Personnel Process Manual](#).

### **PPM 230-375-80, Appendix A**

APM 375-80, Appendix A

## **REVISION HISTORY**

July 01, 2017	This policy was made effective.
March 6, 2018	Minor technical edits to update policy hyperlinks.
April 28, 2020	This policy was reviewed for gender neutral language.
<b>TBD</b>	Addition of continued merit advancement for candidates who reach the highest salary scale step



# UC San Diego

## Policy & Procedure Manual

[Search](#) | [A–Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

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APM 375-0

#### PPM 230-375-8 Levels

APM 375-8

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PPM 230-375-19.a

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APM 375-19.b

APM 375-19.c

APM 375-19.d

PPM 230-375-19.e

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### **PPM 230-375-20 Conditions of Employment**

APM 375-20

### **PPM 230-375-22 Funds**

APM 375-22

### **PPM 230-375-24 Authority**

No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.

The UC San Diego [Authority and Review Chart](#) sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.

### **PPM 230-375-80 Procedures**

Procedural guidelines are available in the [Academic Personnel Process Manual](#).

### **PPM 230-375-80, Appendix A**

APM 375-80, Appendix A

## **REVISION HISTORY**

July 01, 2017	This policy was made effective.
March 6, 2018	Minor technical edits to update policy hyperlinks.
April 28, 2020	This policy was reviewed for gender neutral language.
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# UC San Diego

## Policy & Procedure Manual

[Search](#) | [A–Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

### PERSONNEL-ACADEMIC

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### APPOINTMENT AND PROMOTION ACADEMIC ADMINISTRATOR SERIES

PPM 230-370, Academic Administrator Series, relates to matters subject to [Academic Personnel Manual \(APM\) Section 370](#), Academic Administrator Series. For reference, subsections of PPM 230-370 include citations to associated subsections of the APM; in all cases, the APM is operative where referenced.

#### PPM 230-370-4 Definition

APM 370-4

#### PPM 230-370-10 Criteria

APM 370-10

#### PPM 230-370-11 Criteria for Evaluating Performance

Materials submitted in support of an appointment, merit increase, or a change in level must provide a comprehensive assessment of the candidate's qualifications and performance in the areas specified below. A job description must be provided, along with an explanation of the candidate's role in the program and within a larger unit, if appropriate.

i. Administration and Management of Programs

Normally, the Academic Administrator will have primary responsibility for the administration of one or more programs and may have responsibility for directing the activities of support staff. Ordinarily, evidence of superior promise and/or performance in areas such as those listed below will be expected:

- Effective administration of the unit managed by the Academic Administrator
- Program planning and development
- Development of proposals for extramural funding of campus programs
- Assessment of program and constituency needs
- Implementation of innovative program changes
- Evaluation of program activities and functions
- Creativity and originality in program development and usage of resources
- Supervision and leadership of staff
- Serving as a liaison with other agencies and institutions in the public and private sectors

ii. Professional Competence

Academic Administrators must provide intellectual leadership in the roles of administrator and supervisor. Appointees should show evidence of:

- Continued professional growth to update and upgrade competency
- Ability to relate effectively with academic faculty, departments, and counterparts in other campus units

## University of California San Diego Policy PPM 230 - 370

### PPM 230 - 370 – Academic Administrator Series

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- Ability to forecast changing program and constituency needs
- Scholarship (not required but may be submitted as evidence of professional competence)

#### iii. University and Public Service

Academic Administrators participate in the administration of their home units and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in both the public and private sectors.

The effective performance of their duties may require productive participation in intra unit, University, and community service, as well as appropriate representation of the University in the private corporate environment.

#### PPM 230-370-12 Exceptions

APM 370-12

#### PPM 230-370-18 Salary

APM 370-18

##### PPM 230-370-18.a

Academic Administrators who reach the highest step of their appointment level may be proposed for continued merit advancement beyond the top of the associated salary scale.

Continued merit advancement beyond the highest salary step is not considered a career or barrier step review and is based on advancement criteria established by the candidate's department and/or school. Candidates appointed at the highest salary scale step who are proposed for continued merit advancement will not receive a change in Level, Rank, or Step and will not be designated "Above Scale" or eligible to use the "Distinguished" prefix in their title.

Academic Administrators undergo review every two (2) years and normal merit advancement will be calculated as 50% or 100% of the difference between the two highest salary scale steps. A one (1) year or two (2) year accelerated merit will be calculated as 150% or 200% of the difference between the two highest salary scale steps, respectively.

Salary increases resulting from continued merit advancement beyond the highest salary scale step will be in the form of a new or increased permanent Market Off-Scale (MOS) salary component.

#### PPM 230-370-19 Normal Periods of Service at Salary Steps

PPM 230-370-19.a

Positions with an Academic Administrator title may be established for relatively short periods of time.

Appointments may be finite or indefinite; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.

APM 370-19. b

APM 370-19. c

PPM 230-370-19. d

Recommendations for merits and advancements normally will be reviewed every second year until an appointee reaches the level of Academic Administrator IV, Step 5, after which review for merit advancement will take place every three years. Once the appointee reaches the level of Academic Administrator VI, Step 7.0, review for merit advancement will take place every four years. Service as

## University of California San Diego Policy PPM 230 - 370

### PPM 230 - 370 – Academic Administrator Series

Academic administrator VII, Step 8.0, may be of indefinite duration, and appointees at this step will be reviewed every four years for reappointment.

Formal review by the appropriate campus committee is required every six years. A performance review, in the absence of a merit or promotion review, shall take place at least every four years.

#### PPM 230-370-19.e

Accelerated advancement is an increase greater than is expected based on the time since the appointee's last review. The normal period of service prescribed for each salary step does not preclude more rapid advancement (acceleration) in cases of exceptional merit, nor does it preclude less rapid advancement. Intervals between such merit increases at the top of the salary scale may be indefinite, and only in the most meritorious cases where there is strong and compelling evidence will increases at intervals shorter than the prescribed years be approved.

#### **PPM 230-370-20 Conditions of Employment**

APM 370-20

#### **PPM 230-370-22 Funds**

APM 370-22

#### **PPM 230-370-24 Authority**

No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.

The UC San Diego [Authority and Review Chart](#) sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.

#### **PPM 230-370-80 Procedures**

Procedural guidelines are available in the [Academic Personnel Process Manual](#).

#### **REVISION HISTORY**

July 01, 2017	This policy was made effective.
April 20, 2018	Minor technical edits to update names and policy hyperlinks.
April 27, 2020	This policy was reviewed for gender neutral language.
<b>TBD</b>	Addition of continued merit advancement for candidates who reach the highest salary scale step.



# UC San Diego

## Policy & Procedure Manual

[Search](#) | [A–Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

### PERSONNEL-ACADEMIC

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### APPOINTMENT AND PROMOTION ACADEMIC ADMINISTRATOR SERIES

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#### PPM 230-370-4 Definition

APM 370-4

#### PPM 230-370-10 Criteria

APM 370-10

#### PPM 230-370-11 Criteria for Evaluating Performance

Materials submitted in support of an appointment, merit increase, or a change in level must provide a comprehensive assessment of the candidate's qualifications and performance in the areas specified below. A job description must be provided, along with an explanation of the candidate's role in the program and within a larger unit, if appropriate.

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Normally, the Academic Administrator will have primary responsibility for the administration of one or more programs and may have responsibility for directing the activities of support staff. Ordinarily, evidence of superior promise and/or performance in areas such as those listed below will be expected:

- Effective administration of the unit managed by the Academic Administrator
- Program planning and development
- Development of proposals for extramural funding of campus programs
- Assessment of program and constituency needs
- Implementation of innovative program changes
- Evaluation of program activities and functions
- Creativity and originality in program development and usage of resources
- Supervision and leadership of staff
- Serving as a liaison with other agencies and institutions in the public and private sectors

ii. Professional Competence

Academic Administrators must provide intellectual leadership in the roles of administrator and supervisor. Appointees should show evidence of:

- Continued professional growth to update and upgrade competency
- Ability to relate effectively with academic faculty, departments, and counterparts in other campus units

- Ability to forecast changing program and constituency needs
- Scholarship (not required but may be submitted as evidence of professional competence)

iii. University and Public Service

Academic Administrators participate in the administration of their home units and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in both the public and private sectors.

The effective performance of their duties may require productive participation in intra unit, University, and community service, as well as appropriate representation of the University in the private corporate environment.

**PPM 230-370-12 Exceptions**

APM 370-12

**PPM 230-370-18 Salary**

APM 370-18

PPM 230-370-18.a

Academic Administrators who reach the highest step of their appointment level may be proposed for continued merit advancement beyond the top of the associated salary scale.

Continued merit advancement beyond the highest salary step is not considered a career or barrier step review and is based on advancement criteria established by the candidate's department and/or school. Candidates appointed at the highest salary scale step who are proposed for continued merit advancement will not receive a change in Level, Rank, or Step and will not be designated "Above Scale" or eligible to use the "Distinguished" prefix in their title.

Academic Administrators undergo review every two (2) years and normal merit advancement will be calculated as 50% or 100% of the difference between the two highest salary scale steps. A one (1) year or two (2) year accelerated merit will be calculated as 150% or 200% of the difference between the two highest salary scale steps, respectively.

Salary increases resulting from continued merit advancement beyond the highest salary scale step will be in the form of a new or increased permanent Market Off-Scale (MOS) salary component.

**PPM 230-370-19 Normal Periods of Service at Salary Steps**

PPM 230-370-19.a

Positions with an Academic Administrator title may be established for relatively short periods of time.

Appointments may be finite or indefinite; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.

APM 370-19. b

APM 370-19. c

PPM 230-370-19. d

Recommendations for merits and advancements normally will be reviewed every second year until an appointee reaches the level of Academic Administrator IV, Step 5, after which review for merit advancement will take place every three years. Once the appointee reaches the level of Academic Administrator VI, Step 7.0, review for merit advancement will take place every four years. Service as

**University of California San Diego Policy PPM 230 - 370**  
**PPM 230 - 370 – Academic Administrator Series**

Academic administrator VII, Step 8.0, may be of indefinite duration, and appointees at this step will be reviewed every four years for reappointment.

Formal review by the appropriate campus committee is required every six years. A performance review, in the absence of a merit or promotion review, shall take place at least every four years.

PPM 230-370-19.e

Accelerated advancement is an increase greater than is expected based on the time since the appointee’s last review. The normal period of service prescribed for each salary step does not preclude more rapid advancement (acceleration) in cases of exceptional merit, nor does it preclude less rapid advancement. Intervals between such merit increases at the top of the salary scale may be indefinite, and only in the most meritorious cases where there is strong and compelling evidence will increases at intervals shorter than the prescribed years be approved.

**PPM 230-370-20 Conditions of Employment**

APM 370-20

**PPM 230-370-22 Funds**

APM 370-22

**PPM 230-370-24 Authority**

No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.

The UC San Diego [Authority and Review Chart](#) sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.

**PPM 230-370-80 Procedures**

Procedural guidelines are available in the [Academic Personnel Process Manual](#).

**REVISION HISTORY**

July 01, 2017	This policy was made effective.
April 20, 2018	Minor technical edits to update names and policy hyperlinks.
April 27, 2020	This policy was reviewed for gender neutral language.
<b>TBD</b>	Addition of continued merit advancement for candidates who reach the highest salary scale step.